

# ***LICENSE INSPECTOR***

## **DESCRIPTION**

The License Inspector's Office ensures and enforces proper licensing of vehicles, businesses, and professionals as set forth under Chesterfield County

Code and state laws. The Department has consistently delivered the highest levels of service at the least possible cost to County taxpayers.

## **FINANCIAL ACTIVITY**

	<b>FY2000 Actual</b>	<b>FY2001 Adopted</b>	<b>FY2002 Biennial Planned</b>	<b>FY2002 Adopted</b>	<b>Change FY2001 to FY2002</b>	<b>FY2003 Projected</b>	<b>FY2004 Projected</b>	<b>FY2005 Projected</b>
<b>Personnel</b>	\$358,759	\$386,000	\$397,500	\$404,400	4.8%	\$416,600	\$429,100	\$442,000
<b>Operating</b>	37,784	60,800	60,800	56,700	-6.7%	56,700	56,700	56,700
<b>Capital</b>	<u>2,394</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.0%	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total</b>	\$398,938	\$446,800	\$458,300	\$461,100	3.2%	\$473,300	\$485,800	\$498,700
<b>Revenue</b>	<u>8,455</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.0%	<u>0</u>	<u>0</u>	<u>0</u>
<b>Net Cost</b>	\$390,482	\$446,800	\$458,300	\$461,100	3.2%	\$473,300	\$485,800	\$498,700
<b>FT Pos.</b>	9	9	9	9	0	9	9	9

## **BUDGET ANALYSIS AND EVALUATION**

Many changes are in store for the License Inspector's Office in FY2002. In conjunction with the Commissioner of the Revenue and Treasurer, the License Inspector will be impacted by the implementation of the Personal Property Rewrite System. This system will help to integrate the work of the three departments for improved efficiency and communication. While the system will positively impact the office, it will require training of staff from all departments. For more information on the Personal Property Rewrite Project, see the Commissioner of the Revenue's and Treasurer's narratives.

A process action team within the License Inspector's Office completed its work in January 2000 and made

recommendations for improvements in vehicle decal enforcement. The team's report included recommendations on the timing and coordination of road blocks, the issuance of vehicle citations, and cooperation with other departments.

Prominent among the recommendations of the team was the recommendation to discontinue pre-dawn enforcement of vehicle license decals. The safety of the license inspectors within the Department has become a serious concern in recent years, and the team, with the concurrence of the License Inspector, felt it necessary to take this step to ensure the safety of the inspectors. Enforcement of vehicle licenses will continue during daylight hours.

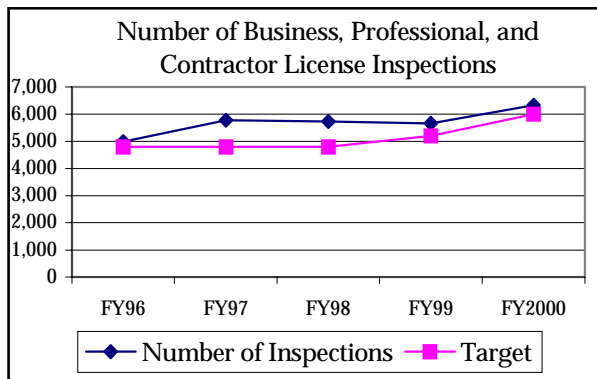
# ***LICENSE INSPECTOR***

## **HOW ARE WE DOING?**

**Goal:** Conduct business, professional, and contract license inspections in accordance with applicable laws. Supports Countywide Strategic Goal Number 3

**Objective:** Enforce County code requirements

**Measure:** Number of business, professional, and contractor license inspections



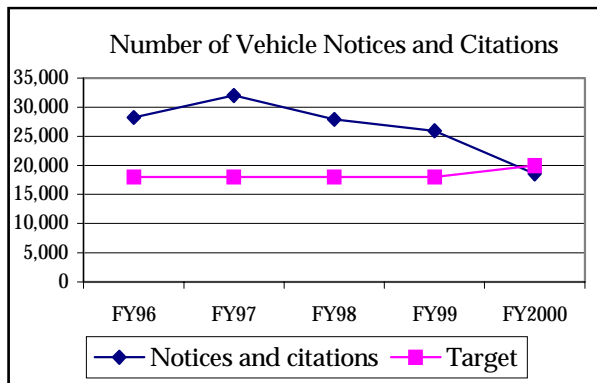
### **Initiatives**

- Field inspections
- Monthly performance reports
- Tracking number of inspections per inspector

**Goal:** To enforce vehicle registrations. Supports Countywide Strategic Goal Number 3.

**Objective:** Enforcement of County license decals

**Measure:** Number of Vehicle Notices and Citations



### **Initiatives**

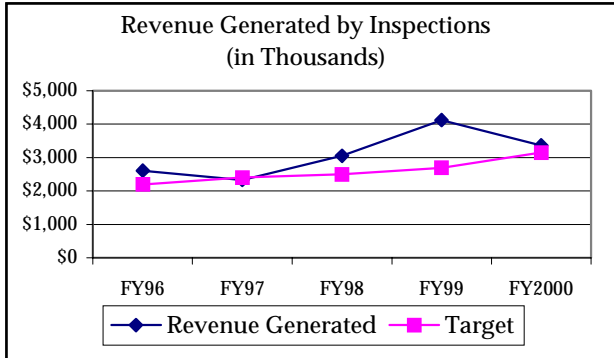
- Proper staffing levels
- Workload management

# ***LICENSE INSPECTOR***

**Goal:** To ensure collection of delinquent property tax and business license revenue. Supports Countywide Strategic Goal Number 6.

**Objective:** To generate audit revenue

**Measure:** Revenue generated by inspections



## **Initiatives**

- Inspections
- Departmental Performance Reports

## **WHERE ARE WE GOING?**

The License Inspector's Office is dedicated to the ideas of continuous improvement and will continue to identify problems, clarify issues, generate employee support, and analyze desired results as needed. The Department plans to continue its emphasis on professional training and development for all staff through use of both County training and participation in regional code enforcement groups.

The License Inspector's projections include nominal increases in personnel expenditures for anticipated increases in those costs. The Department will continue to maximize the effectiveness of its personnel to meet service requirements in future years.